

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Study of Space Requirements (1975-80 Period)

REFERENCE : (a) Memo dtd 13 Aug 65 to D/L fr DD/S, on subject
(b) Memo dtd 31 Aug 65 to DD/S fr D/L, same subject

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 2.

2. In reference (a) you directed an in-house study of Agency space requirements for use as a planning base for expansion of the Langley site. Reference (b) outlines the guidelines and time frame of the space study.

3. PROCEDURE FOLLOWED

a. Space for NPIC and for certain minor departmental activities to remain [REDACTED] have been excluded from this study.

For all other departmental activities, office type space was computed on the basis of the number of work positions and office furnishings using uniform space standards devised for this purpose.

b. For special purpose (non-office) space we followed generally the standards of the General Services Administration (GSA) modified to meet the unique needs of this Agency. The categories of special purpose space and a breakdown between Directorates are in attachment #1.

c. The computations in this study are based on estimated requirements from the Directorates. Personnel increases up to the 1975-80 period are consistent with the rate of increase in the manpower levels for FY 1972 contained in the Program Memoranda forwarded to the Bureau of the Budget in June 1966 and are also consistent with the rate of actual manpower increase during the past ten years.

THE RESULTS SO FAR

4. A summary of the 1975-80 departmental manpower levels, work positions and space requirements are at Attachment #2. It is believed that the net total of _____ square feet to house departmental activities assigned to the Langley site is valid for purposes of further planning.

The present Headquarters building plus the Printing Services Building (under construction) contains approximately _____ square feet of net space. Thus, in order to house departmental activities in the Langley area construction of additional facilities is required containing approximately _____ square feet together with some expansion of the cafeteria, heating plant and parking areas. With such facilities, departmental space outside Langley _____ square feet authorized for FY 1968 exclusive of NPIC will be released, except for the activities listed in para 3(a) above.

5. At Attachment #3 and #4 are an analysis of possible space layout in the Headquarters building for the 1975-80 period. Six alternatives are listed, of which four are recommended for further evaluation through technical feasibility studies to conform activities most properly housed in the Headquarters building and to provide a sound basis for decision as to the number, configuration and location of any new buildings. The determination of activities for occupancy of the Headquarters building during the 1975-80 period will influence selection of offices to be housed in leased space in Rosslyn during the interim years since excessive relocations should be avoided.

WHAT REMAINS TO BE DONE

6. Following the basic decision to proceed toward ultimate construction of additional building(s) in the Langley area, further planning, feasibility studies, adjustments of space between Directorates and refinement of space layouts will be needed. Likewise, it will be necessary to coordinate Agency plans for any additional construction with the General Services Administration and the Advisory Committee on Federal Buildings in the National Capital Region established by GSA Bulletin EPMR No. D-15 dated 7 February 1966. The General Services Administration is responsible, with the advice of the Advisory Committee, for development of long-range plans for Federal office space in the National Capital Region.

7. It is proposed that the technical aspects of this work be accomplished by contractual employment of architectural and engineering assistance to be assigned to the Space Requirement Staff which should then be redesignated as the Building Planning Group. Active participation in the work of this group by each of the

SECRET

Directorates and several of the major offices can be accomplished through the channels presently established. Funds in the amount of \$99,960 were requested as "unbudgeted requirements" in Office of Logistics' budget for FY 1967 to cover the costs of eight contract employees as the nucleus of the Building Planning Group.

8. The proposal to construct additional space at Langley and determination of the elements to be housed therein would require approval at the DCI level. To secure such approval, the memorandum at Attachment #5 has been prepared. Following your consideration and coordination with the other Directorates, the matter will be ready for presentation to the DCI for decision. Thereafter, the supporting and ancillary actions outlined below can be initiated.

9. RECOMMENDATIONS:

a. Approval of the proposed memorandum to the DCI at Attachment #5.

b. Following DCI approval of this memorandum:

(1) Authorize contractual employment of architectural and engineering assistance for the Building Planning Group.

(2) Direct the Building Planning Group to undertake additional studies as necessary, including coordination with the General Services Administration, to develop specific proposals and appropriate alternatives covering:

(a) Space location and layout for all departmental activities.

(b) The number, type and configuration of additional buildings, access traffic networks (including multiple floor parking areas) and any necessary modifications to existing space.

(c) Communications and transportation arrangements within and between buildings and appropriate

SECRET

SECRET

consideration for fallout shelters and possible hardening of certain vital sites.

(d) The detailed data, costs estimates, explanations and justifications needed to secure the Bureau of the Budget, Congressional and other authorizations and funds for the design and construction of additional building(s).

(e) A summary space directive identifying the size and number of enclosures and characteristics of the additional space in form appropriate for the design of the additional building(s) by an A&E firm.

George E. Maloon
Director of Logistics

4 Atts

The recommendations contained in paragraph 9 are approved.

R. L. Bannerman
Deputy Director
for Support

Date

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